

Boscawen Selectman's Regular Session
Final Meeting Minutes • January 7, 2015
Approved January 21, 2015

Present: Craig Saltmarsh, Roger Sanborn, Bernie Davis Nicole Hoyt, Alan Hardy, Kellee Easler, Pam Hardy, Michelle Brochu, Dean Hollins, Kevin Wyman, Ray Fisher, Karen Mackenzie, Dave Collins, Roy Fanjoy and Leslie Palmer

Chairman Saltmarsh opened the meeting at 4:43 PM.

Planning and Community Development Assistant Kellee Easler presented an abatement for Board signature. She also brought forward letters from Lorrie Carey regarding her Barn Preservation Easement. The terms of the easement were discussed and the Board agreed that the structure meets the definition as described in provision (b) of the easement and has the public benefits listed in RSA 79-D: 3 II.

Board Action: Selectman Davis moved to qualify the barn as “historically important on a local, regional, state or national level either independently or within an Historic District” as described in RSA79-D: 3 II (b). Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Dave Collins and Roy Fanjoy, representing Penacook Rescue, met with the Board to discuss their annual funding request from the Town. Penacook Rescue is requesting \$48,060, an increase of \$6,030 from last year. Mr. Collins reported that they have upgraded equipment and therefore have saved money in maintenance costs and mileage. Improvements to the building have also been completed. Cash on hand has gone down as a result and will need to be replenished to prepare for the purchase of a new ambulance and equipment. Although there are enough volunteers currently, the concern over retaining qualified volunteers in the future still exists. Recent changes in health care law may also impact the costs of operations. A discussion followed regarding the types of calls Penacook rescue responds to; Mr. Collins will provide the Board with a breakdown. Also discussed were Water Rescue operations and the costs associated with the purchase of a new boat. Because there are very few water rescue calls, Penacook Rescue does not feel it is worth the cost of replacing the boat. Mr. Collins will provide the Board with the information he has compiled as to the costs associated with the purchase, as the Town have may access to Grant money to pay for a new boat. Selectman Sanborn thanked Mr. Collins and Mr. Fanjoy for their thorough report and Chairman Saltmarsh thanked Penacook Rescue for their continued hard work on behalf of the Town. Mr. Collins indicated that he would be happy to appear before the Budget Committee to present his report.

Approval of Minutes: December 3, 2014 Public Session:

Board Action: Selectman Sanborn moved to approve the December 3rd public minutes as written. Selectman Davis seconded the motion. All in favor, the motion was approved.

Approval of Minutes: December 10, 2014 Public Session:

Board Action: Selectman Sanborn moved to approve the December 10th public minutes as written. Selectman Davis seconded the motion. All in favor, the motion was approved.

Approval of Minutes: December 17, 2014 Public Session:

Board Action: Selectman Davis moved to approve the December 17th public minutes as written. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

Planning and Community Development Director Alan Hardy presented the final draft of the Sewer Rate Study conducted by Underwood Engineers for Board review. In setting the sewer rate, the Selectmen concurred with Underwood's recommendation of a 22% increase in order to replenish the Reserve Fund Balance.

Board Action: Selectman Sanborn moved to increase the sewer rate by 22%. Selectman Davis seconded the motion. All in favor, the motion was approved.

Board Action: Selectman Sanborn moved to increase General Fund contributions to \$48,000 which would replenish the Reserve Fund Balance at a minimum of \$22,000 per year. Selectman Davis seconded the motion. All in favor, the motion was approved.

Human Services Director Leslie Palmer informed the Board that she has been hired as the Welfare Director for the Town of Webster.

Police Chief Kevin Wyman reported that the Doris Jones Memorial Red Cross Blood Drive will take place on Saturday, January 17th from 10:00 AM to 3:00 PM at the Boscawen Town Hall.

Public Works Director Dean Hollins reported that the new trash container has arrived at the Transfer Station.

Fire Chief Ray Fisher discussed electrical usage at the Fire Department. Recent bills seem unusually high and usage has not increased. Director Hardy will follow up with Unitil regarding the matter. Chief Fisher also reported that he feels the purchase of the brush truck slated for 2015 should wait as there has been a low incidence of brush fires. Money set aside as part of the Capital Improvement Project schedule will remain in the budget but will not be spent yet.

Selectman Sanborn moved to recess the meeting at 6:15 PM

Selectman Sanborn re-opened the meeting at 6:30 PM.

Town Accountant Pam Hardy reported that the annual Town audit will take place February 23rd through the 25th.

Discussion took place regarding the budget process. Department Heads will present their preliminary budgets to the Board on Wednesday, January 14th. Department information will be compiled and a preliminary Town budget will be presented to the Board on Wednesday, January 21st. Selectman and staff will finalize budget numbers on Wednesday, January 28th and prepare for the Budget Committee Meeting. The Budget Committee Meeting will take place on Wednesday, February 4th at 6:00 PM followed by the Budget Hearing on Wednesday, February 11th at 6:00 PM.

Office Administrator Nicole Hoyt presented Budget Committee appointment letters to the Board for signature. She also presented Selectmen with the annual Total Notice contract for signature; Total Notice provides liening and deeding services to the Town.

Administrator Hoyt asked the Board for their thoughts on the dedication of the Town report. The Board decided to dedicate the Town report to Jim Colby and to feature the Bandstand built by Eagle Scout Christian Chandler on the cover.

Administrator Hoyt brought forward a letter written to the Board by a Boscawen resident; the letter was reviewed but no action taken.

Two property tax payment agreements were presented for Board signature. A resident request to waive interest for 2012 tax lien payments was denied.

Director Hardy discussed the selling of Town deeded properties and the terms surrounding those properties to be sold at auction were defined.

The CDFA Close Out Certification for the Forest Lane Drainage Project was presented to Selectmen for their review and approval.

Board Action: Selectman Sanborn moved to authorize the Chair to sign the CDFA Close Out Certification for the Forest Lane Drainage Project. Selectman Davis seconded the motion. All in favor, the motion was approved.

The Board approved encumbering money for the completion of the Forest Lane Drainage Project and repaving.

Board Action: Selectman Davis moved to encumber the balance of accounts #5999112, #5999122 and #4312463 for the completion of the Forest Lane Drainage Project and road resurfacing. Selectman Sanborn seconded the motion. All in favor, the motion was approved.

The Board approved the establishment of a Contingency Fund.

Board Action: Selectman Sanborn moved to establish a Contingency Fund under the provisions of sections 31:98-a and 32:11-v. Chairman Saltmarsh seconded the motion. All in favor, the motion was approved.

The Board agreed to explore the establishment of a revolving fund for building inspections to be paid by users.

Board Action: Selectman Sanborn moved to explore establishing a revolving fund for building inspections to be paid by users. Chairman Saltmarsh seconded the motion. All in favor, the motion was approved.

At 7:45 PM, Selectman Sanborn requested to go into Non-Public Session under RSA 91-A: 3 IIc to discuss a personnel issue and Selectman Davis seconded. All in favor, the motion was approved.

A motion was made by Selectman Sanborn to come out of Non-Public Session at 8:17 PM and seal the minutes for one year and Selectman Davis seconded. All in favor, the motion was approved.

At 8:17 PM, Selectman Sanborn moved to adjourn, seconded by Selectman Davis. All in favor, meeting adjourned.

Respectfully submitted by Leslie M. Palmer